

**Request For Proposal (RFP) Broadband,
Internet, and Related Services for
Mesa County Libraries
September 7, 2022**

1. **Mesa County Libraries** (MCL) is a public library district serving Mesa County at eight locations.

2. **Description of Current Broadband Services**

2.1. Mesa County Libraries is looking for broadband service bids at 4 out of 8 locations (Orchard Mesa, Palisade, Collbran, and Gateway). Current service consists of:

- 2.1.1. Orchard Mesa Branch – 1Gbps Cable
- 2.1.2. Palisade Branch – 1Gbps Cable
- 2.1.3. Collbran Branch – 600 Mbps Satellite
- 2.1.4. Gateway Branch – 8Mbps DSL

2.2. The main purpose of this broadband service is to support Internet access for library users, including patrons and library employees.

3. **Services Requested by this RFP**

3.1. By Location and Type

- 3.1.1. Orchard Mesa Branch - 230 Lynwood St, Grand Junction CO, requires 1 Gbps copper, fiber or better at competitive prices.
- 3.1.2. Palisade Branch Library – 119 W. 3rd Street, Palisade CO, requires 1 Gbps copper, fiber or better at competitive prices.
- 3.1.3. Collbran Branch Library – 111 Main Street, Collbran CO, requires 600Mbps copper, fiber or better at competitive prices.
- 3.1.4. Gateway Branch Library - 42700 Highway 141, Gateway, CO 81522

3.2. Vendors may propose upgrades for all circuits. Partial solutions are welcome.

4. **Schedule**

9/7/2022	RFP posted with E-rate 470
9/21/2022	Deadline for Written Questions
10/5/2022	PROPOSAL CLOSING DATE
10/19/2022	Winning contractor(s) selected by
July 1, 2023 to July 31, 2023	Provider(s) complete implementation(s) by

5. **Terms and Conditions**

5.1. MCL reserves the right to reject all proposals, reject portions of any proposal, or accept the proposal or proposals deemed most advantageous to MCL. MCL may cancel this RFP at any time and for any reason. Any bidder may be

disqualified if the proposal is not clear, comprehensive, and accurate; if the bid is not technically correct; if the bid is not submitted by the due date; or if there is ANY problem that might interrupt E-rate funding. All proposals received may be subject to clarification prior to contract award.

- 5.2. All documents provided to MCL by Contractor will be the exclusive property of MCL and subject to its use and control.
- 5.3. This RFP is not a commitment to purchase.
- 5.4. MCL shall not reimburse Bidders for any costs incurred in the preparation and submission of the proposal. MCL does not obligate itself with any action taken or cost incurred by Bidder in responding to this Request for Proposal.
- 5.5. This bid will be non-exclusive. MCL reserves the right to purchase any supplies or services from multiple vendors each of whose proposed services are determined to be the best solution at the best price for one or more specific sites.

6. Statement of Qualifications

- 6.1. Detail your firm's experience installing, supporting, and maintaining telecommunication services for libraries in the not-for-profit sector, as well as for-profit corporations of comparable size.
- 6.2. Describe how your firm will implement the proposed services, in particular how you can minimize downtime for transferring circuits and reconfiguring the existing network.
- 6.3. Identify the project manager who will be assigned to MCL if you win the bid, including a statement of qualifications and experience.
- 6.4. Provide names and contact information of three clients comparable to MCL who are also E-rate Applicants.
- 6.5. MCL requires evidence of worker's compensation and general liability insurance with minimum coverage of \$1,000,000 per occurrence/\$2,000,000 aggregate. MCL shall be added as an Additional Insured on General Liability, Automobile Liability, and Umbrella/Excess insurance coverages. Waiver of subrogation shall be provided in favor of MCL.
- 6.6. Include your **USAC SPIN**.

7. Costs

- 7.1. Itemize fees and terms.
- 7.2. State any guarantees regarding limits to future cost increases.
- 7.3. Confirm that all prices are Lowest Corresponding Pricing (LCP).

8. Bid procedures and evaluation

- 8.1. Questions may be submitted in writing to Finance Director Blair Wade, 443 N. 6th Ave, Grand Junction CO 81501 or to bwade@mcpld.org. Additional information and/or clarifications based on written questions will be posted to mesacountylibraries.org. Verbal questions or questions submitted after the Deadline for Written Questions will not be considered.

- 8.2. Should the MCL omit anything from this RFP that may be necessary for a clear understanding of requirements, or should any instructions appear to conflict, bidders should contact Finance Director Blair Wade, 443 N. 6th Ave, Grand Junction CO 81501 or to bwade@mcpld.org prior to Deadline for Written Questions.
- 8.3. Bidders must respond in detail to requirements stated herein; and acknowledge terms, conditions, and scope of work by completing the “Proposal Sheet” at the end of this document.
- 8.4. Bids must be received by email to Blair Wade at bwade@mcpld.org with subject line “Mesa County Libraries Broadband RFP Response”. Attach proposal documents in PDF format. Include a scanned PDF of the “Proposal Sheet” below, completed and signed by an authorized representative.
- 8.5. LATE PROPOSALS WILL NOT BE ACCEPTED OR CONSIDERED. IT IS THE RESPONSIBILITY OF THE BIDDER TO INSURE THE PROPOSAL ARRIVES AT THE LIBRARY PRIOR TO THE PROPOSAL CLOSING DATE.
- 8.6. After proposals are opened, a Bidder may be given an opportunity to explain any error, and may request their proposal be withdrawn. Such proposals may, with the approval of the Finance Director, be withdrawn and not resubmitted. Errors, determined by the MCL to be minor, may be allowed in an otherwise acceptable proposal.
- 8.7. The contract shall be awarded based on BEST VALUE as determined by MCL in compliance with E-rate rules. Criteria are not limited to the lowest price, however PRICE is the most important factor per E-rate rules.
- 8.8. In the event the selected Contractor believes that a change in, or addition to, work is beyond the scope of this contract, it must notify MCL in writing prior to beginning such work.

PROPOSAL SHEET

Terms, Conditions and Specifications are stated on the previous pages.

PRINT THE WORDS "NO EXCEPTIONS" HERE: _____ IF
THERE ARE NO EXCEPTIONS TAKEN TO ANY OF THE TERMS, CONDITIONS, OR
SPECIFICATIONS OF THESE PROPOSAL DOCUMENTS. IF THERE ARE EXCEPTIONS
TAKEN TO ANY OF THESE TERMS, CONDITIONS, OR SPECIFICATIONS OF THESE
PROPOSAL DOCUMENTS, THEY MUST BE CLEARLY STATED ON A SEPARATE
SHEET OF PAPER, ATTACHED TO THIS PROPOSAL SHEET, AND RETURNED WITH
YOUR PROPOSAL.

FIRM OR INDIVIDUAL _____

TELEPHONE _____

ADDRESS: _____

PRINT NAME AND TITLE: _____

AUTHORIZED SIGNATURE: _____

DATE: _____